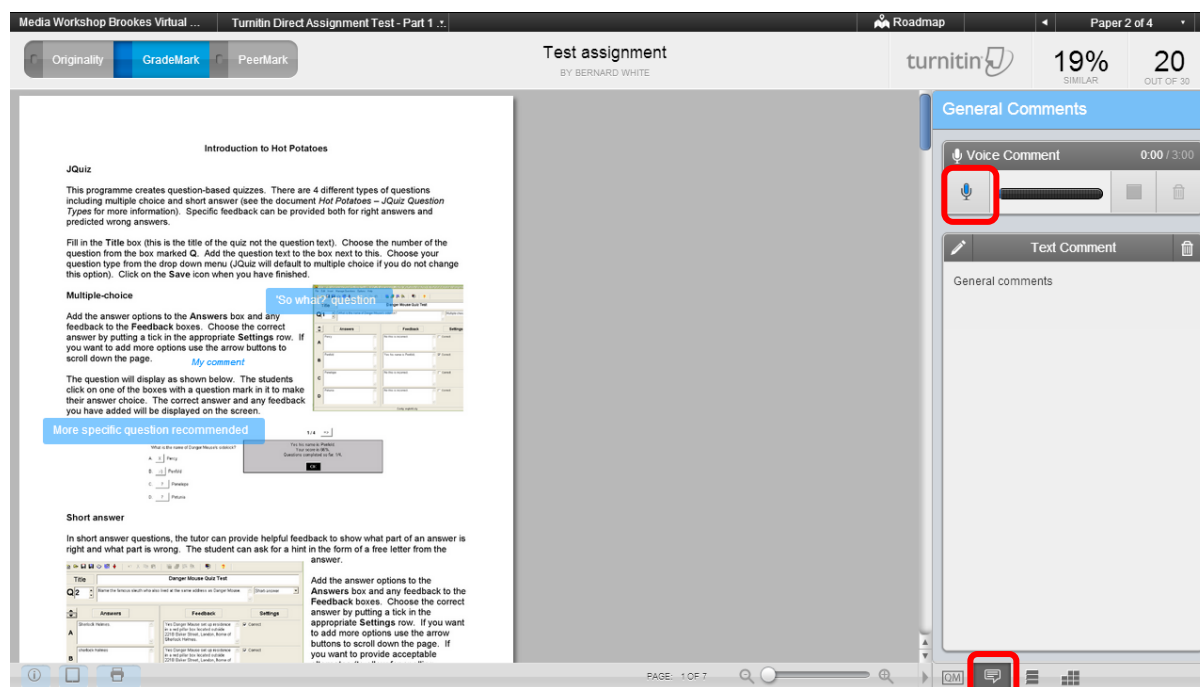
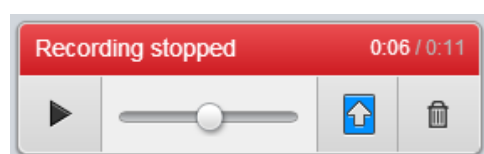


Audio comments

Markers can record one audio comment (up to three minutes long) per submission directly into the general comments interface. This is designed for more generic comments that do not fit within the remit of a QuickMark set or a rubric scorecard. Markers can use both the audio comment feature and the text comment feature on the same submission.



Click on the **General comment** button at the bottom of the right hand pane. Click in the **Text Comment** pane and add at least one character. This will activate the **Voice Comment** controls. Click on the **microphone** icon at the top of the pane to begin recording. You may need to 'allow' the recording software to work depending on your browser settings but you should not need to install any software to use it. It is recommended that you use a headset (rather than an external microphone) as the quality of the recording is much better with this sort of device.



Click on the **stop** button (the square) to save a version of your recording. You can then listen to it using the **play** button. There are no editing capabilities with the audio comment feature. If you do not like what you have recorded simply use the **delete** button and start again. Once you are happy with the recording press the **save** button (the blue square with the arrow in it). You cannot download a copy of the audio file outside of the GradeMark interface. You also cannot upload audio files that have been recorded outside of GradeMark.